



DEPARTMENT OF THE NAVY  
FLEET AVIATION SPECIALIZED OPERATIONAL  
TRAINING GROUP PACIFIC FLEET

NAS NORTH ISLAND  
SAN DIEGO, CALIFORNIA 92135-5122

FASOTRAGRUPACINST 5530.2

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16 JAN 1990

FASOTRAGRUPAC INSTRUCTION 5530.2

Subj: KEY AND LOCK CONTROL PROGRAM

Ref: (a) OPNAVINST 5530.14B  
(b) OPNAVINST 5530.13  
(c) OPNAVINST 5510.1H  
(d) FASOTRAGRUPACINST 5530.1B

Encl: (1) Lost Key Report  
(2) Key Inventory Report  
(3) Key Control Record  
(4) Key Custody Receipt  
(5) Key Issue Receipt

1. Purpose. To establish a Key and Lock Control Program for FASOTRAGRUPAC in accordance with references (a) through (d).

2. Scope. The Key and Lock Control Program is a vital part of loss prevention. A strict program is essential to safeguard against missing, lost or stolen keys. Per reference (a), this instruction includes all keys, locks, padlocks and locking devices used to protect FASOTRAGRUPAC areas, facilities, materials and supplies.

3. Application. This instruction applies to all FASOTRAGRUPAC personnel

4. Action

a. Key Control Officer. FASOTRAGRUPAC Physical Security Officer is designated the Command Key Control Officer and is responsible for all key and lock control functions.

b. Key Control Custodian. Every major functional area, i.e. building/department, within FASOTRAGRUPAC, will have a key custodian designated in writing. Duties will include:

(1) Conducting quarterly inventory of keys to be retained on file for three years or until the next Command General Inspection whichever is greater.

(2) Responsible for functional area key and lock control.

(3) Establish a system showing keys on hand, and to whom keys are issued

c. Functional Area Central Key Room. Non-issued keys and duplicate keys will be stored in an approved GSA key box for each functional area. All keys, original as well as duplicate keys, will be provided the same protection as the asset/area they secure. A key cabinet index will be maintained with no handwritten changes. The index will contain:

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- (1) A typed listing of all keys stored within the key cabinet.
- (2) Number of keys in cabinet with each serial number.
- (3) No handwritten changes.

e. Criteria for Issuing Keys. Keys will be issued to authorized personnel approved by the Key Control Officer. Keys will not be issued based solely on an individuals rank/rate or as a matter of convenience.

f. Locks and Padlocks. All locks and padlocks will be approved by the activity Key Control Officer. The security level of locks and padlocks utilized will depend on the level of security for the asset protected. All locks and padlocks will be rotated annually. When the area or equipment that the padlock is intended to secure is in use or open, the padlock will be locked into the staple or secured to ensure the padlock is not switched.

g. Lost, Misplaced or Stolen Keys. In the event a key is lost, misplaced or stolen, the lock or core will be replaced immediately. The Key Control Officer will be notified, in writing, via the Key Custodian when a key is lost, misplaced or stolen, utilizing enclosure (1).

5. Inventories. The Key Control Officer will conduct an annual inventory of all keys annually and upon change of the Key Control Officer or Key Custodian. AA&E keys and locks will be inventoried semi-annually. All inventories will be kept on file for a minimum of one year. See enclosure (2).

#### 6. Forms

a. Key Control Record. A record of all keys issued for long term use that must be locked in log/file in cabinet or drawer when not in use. See enclosure (3)

b. Key Access Log. A record of all keys issued for short term use. A separate log will be maintained for each key cabinet.

c. Statement of Acknowledgment of Receipt of Key. Enclosures (4) and (5) will be signed by all personnel receiving a permanent custody or long term issuance of keys.

7. FASOTRAGRUPAC Detachments will establish a Key Control Program in accordance with reference (a) and the above guidelines.



D. E. BALLARD

Distribution:  
FASOTRAGRUPACINST 5216.2Q  
Lists A and B